

TRANSITION CENTER WINTER/SPRING SCHEDULE 2005

Foreign Service Life

Communicating Across Cultures (MQ 802)

9:00 a.m. – 4:00 p.m.

Non-State tuition rate: \$190

Mar 12 May 27

- Explore ways to bridge the cultural communication gap.

Protocol and U.S. Representation (MQ 116)

9:00 a.m. – 4:30 p.m. (Saturday)

Non-State tuition rate: \$190

Jan. 29 Feb 26 April 9 May 21

- Receive practical training in diplomatic protocol and etiquette

Realities of Foreign Service Life (MQ 803)

9:00 a.m. – 4:00 p.m. (Saturday)

Non-State tuition rate: \$190

April 8

- What is it like to be part of the diplomatic community overseas?

Explaining America (MQ 115)

9:00 a.m. – 4:00 p.m.

Non-State tuition rate: \$190

Jan 28 May 7

- Introduces techniques for responding to “hard questions” about American society.

Re-entry and Going Overseas Series

There is no charge for any of the Re-entry/Going Overseas presentations

Going Overseas for Families (MQ 210)

9:00 a.m. – noon (Saturday)

May 14

- Family groups discuss the personal impact of moving overseas.
- Children in grades 2-12 are invited to attend with their parents.

Going Overseas for singles and couples w/out Children (MQ 200)

9:00 a.m. – 12 p.m. (Saturday)

May 14

- Discuss the personal impact of moving abroad.

Going Overseas - Logistics for Adults (MQ 220)

Feb 23 (Weds)

6:00 p.m. – 8:30 p.m. (Weds)

1:00 p.m. – 3:30 p.m. (Sat)

May 14 (Sat)

- Learn the “nuts and bolts” of planning an international move.

Going Overseas - Logistics for Children (MQ 230)

1:00 p.m. – 3:30 p.m. (Saturday)

May 14

- Children (grades 2-12) plan their move.

A Safe Overseas Home (MQ 916)

6:00 p.m. – 8:30 p.m.

Non-State tuition rate: \$190

April 13

- Learn to identify problems that may arise from less stringent health and safety standards overseas and methods for managing them.

Foreign Service Families

Emergency Medical Care and Trauma Workshop (MQ 915)

9:00 a.m. – 4:30 p.m.

Non-State tuition rate: \$190

Jan 26 Mar 4 May 11

- Learn emergency-care techniques which could save a life.

Maintaining Long Distance Relationships (MQ 801)

9:00 a.m. – 1:00 p.m. (Saturday)

Mar 5

- Keep spouse and parent-child relationships strong during evacuations, TDY travel or separated tours.

Encouraging Resilience in the Foreign Service Child (MQ 500)

6:00 p.m. – 8:30 p.m.

April 27

- Examines how frequent relocation and cross-cultural experiences may affect internationally mobile children.

Employment Options

Post Options for Employment and Training Overseas (MQ 703)

9:00 a.m. – 4:00 p.m.

Non-State tuition rate: \$190

Mar 24

- Investigate work options overseas.
- Make realistic career plans as an internationally mobile spouse.

Targeting the Job Market (MQ 704)

9:00 a.m. – 4:00 p.m.

Non-State tuition rate: \$190

April 6

- Learn to market yourself in today’s job market. Designed for FS spouses.

English Teaching Seminar: An Employment Option (MQ 107)

9:00 a.m. – 4:00 p.m.

Non-State tuition rate: \$380

Mar 16-17

- Overview of teaching English as a second language.

Making Presentations: From Design to Delivery (MQ 111)

9:00 a.m. – 4:00 p.m.

Non-State tuition rate: \$570

Feb 9-11 May 18-20

- Learn the basics of presentation design, facilitation, and evaluation.

Personal and Financial Planning

Managing Rental Property from Overseas (MQ 853)

6:00 p.m. – 8:30 p.m. (Wednesday)

Jan 26

- Advice from professional property managers on renting out your home while overseas.

Legal Considerations in the Foreign Service (MQ 854)

6:00 p.m. – 8:30 p.m. (Wednesday)

May 25

- Learn legal responsibilities in owning real estate, steps in creating wills, trusts, and power of attorney.

Regulations, Allowances and Finances in the Foreign Service Context (MQ 104)

9:00 a.m. – 4:00 p.m.

Non-State tuition rate: \$570

Feb 14-16 April 25-27

- Experts discuss pertinent legal, financial and Department of State regulations and allowances.

Personal Finances and Investments in Foreign Affairs Agencies (MQ 852)

6:00 p.m. – 8:30 p.m.

April 6

- Learn basics of investing in stocks, bonds, and funds; and current market climate and strategies.

Singles in the Foreign Service (MQ 203)

9:00 a.m. – 4:00 p.m. (Saturday)

Feb 12 April 23

- Learn the mechanics of moving and living single in the Foreign Service.

Tax Seminar (MQ 117)

6:00 p.m. – 8:30 p.m. (Wednesday evening)
Mar 2

- A tax attorney explains how tax laws apply while living abroad.

Transition Planning

Job Search Program (RV 102)

9:00 a.m. – 4:00 p.m.
Non-State tuition rate: \$3,300
Mar 7-April 30

- Experts & activities help employees with transition issues & how to find outside employment.

Retirement Planning Workshop (RV 101)

9:00 a.m. – 4:00 p.m.
Non-State tuition rate: \$550
March 1-4 April 19-22

- Experts cover various aspects of retirement – annuities, taxes, health, financial & estate planning & more.

Financial Management & Estate Planning Workshop (RV 103)

9:00 a.m. – 4:00 p.m.
Non-State tuition rate: \$110
Mar 3 April 21

- Learn how to manage money and leave it to your heirs.

Annuities, Benefits & Social Security Workshop (RV 104)

9:00 a.m. – 4:00 p.m.
Non-State tuition rate: \$110
Mar 2 April 20

- Learn more about your annuity, Social Security, and other benefits and how they affect each other.

Security Overseas Seminar

Security Overseas Seminar (SOS; MQ 911)

9:00 a.m. – 4:00 p.m.
Non-State tuition rate: \$380
Family rate: \$400

*Two day course (Mon/Tues)
See course catalogue for dates.*

- Security experts discuss personal preparedness. SOS meets the five-year requirement for mandatory security training.

**If an employee is enrolled in SOS, an eligible family member over 18 years of age may attend SOS for an additional \$20 fee.*

Advanced Security Overseas Seminar (ASOS; MQ 912)

8:30 a.m. – 4:15 p.m.
Non-State tuition rate: \$190
Family rate: \$210

*One day course (Tues)
See course catalogue for dates.*

- Offered for those updating security training after five or more years of service and have taken SOS.

**If an employee is enrolled in SOS, an eligible family member over 18 years of age may attend SOS for an additional \$20 fee.*

Youth Security Overseas Seminar (YSOS; MQ 914)

9:00 a.m. – 4:00 p.m.
Mar 12

- YSOS is for students grades 2-12.
- Explores safety and security threats that may be faced in an overseas environment and identifies resources that may be used for protection.

**If the child's parent is taking either an ASOS or SOS course close to the date of the child's SOS, there is no charge. A parent must be on campus when the child is taking YSOS.*

See FSI Course Catalog or SOS notice for scheduled course dates.

Overseas Briefing Center

Hours: 8:15 a.m. – 5:00 p.m., Monday through Friday with extended hours on selected evenings and Saturdays. Anyone not holding a DOS badge must pre-register for entry after 5:00 p.m. and on Saturdays.

Post briefing boxes, videotapes, CDs, DVDs, Internet access, cultural guides, school information and materials about life in the Foreign Service are available.

Families are welcome in the OBC.

To contact the OBC call **(703) 302-7276** or e-mail FSIOBCInfoCenter@state.gov.

How to Register:

FSI/TC courses are open to USG employees and EFM's (eligible family members) planning for or returning from overseas postings. Classes are held at the Shultz Center, 4000 Arlington Boulevard, Arlington, VA and fill quickly. Check the FSI course catalog on the Department's OpenNet (<http://fsi.state.gov>) for space availability.

For **tuition-based** courses, non-State employees/family members submit an SF 182 (with fiscal data) through their Training Officer to the Office of the Registrar at FSI. State Foreign Service employees and EFM's enroll through the employee's CDO. State Civil Service employees enroll through their Bureau's Training Officer. EFM's are admitted to RV 101, RV 103 and RV 104 on a space-available basis only and must register through TC at 703-302-7407. FSI Registrar must receive written notice of cancellation five workdays before the course begins.

For **non-tuition** workshops, all employees/family members, regardless of agency, register through TC at **703-302-7268 or E-mail:**

FSITCTraining@state.gov

Deadline for all TC registrations are by 11:30 am the day before the class. Be advised, some classes may be full by this date.

<http://fsi.state.gov/fsi/tc> (Intranet)
<http://www.state.gov/m/fsi/tc> (Internet)

In consideration of others, please arrange your own childcare when you are attending FSI TC classes. Programs appropriate for children are indicated in the FSI catalog or on TC advertisements.

